

Scientific and Technical Employee Development (STED) Conference Call May 15, 2008

Committee members:

Name	Role/Affiliation
Steve Blanchard (not present)	WRD Senior Staff
Virginia de Lima (not present)	Center Directors
Dorrie Gellenbeck (maternity leave)	NWIS
Bob Hainly (Chair)	Data Chiefs
Bill Hazell	Hydrologic Technicians
Leo House	NRP
Mike Nolan	OSW
Dave Pollock	OGW
Kurt Schultz	IT Specialists
Lynn Taylor	NWIS
Steve Anthony (not present)	Studies Section Chiefs
Alan Ward	OED
Franceska Wilde	OWQ

Meeting Introduction:

- Bob Hainly opened the teleconference and reviewed the agenda. No additions were suggested.

Comments on the minutes from the March 2008 meeting:

- No comments were received on the March 2008 meeting minutes.
- ACTION ITEM** – Bob will finalize the March 2008 meeting minutes and post them to the web page after a 2-week comment period.

Review of the Action Items Log:

- Update item: Send Coop Education long-term goals to web – completed 5/8/08.

External Communication

- This is a new item on our agenda that will be a standing item
- Intent is to remind us of this task and to provide reports to the committee
- STED update to National Data Conference attendees – 6/19/08 by Mike, Bill, and Bob
- WSC visits by Mike – receiving unilateral requests for structured and stable training schedule

ListServ memo

- No report available
 - ACTION ITEM** – Bob to check with Steve on status of memo distribution.

Web Page Enhancement

- Mike has reviewed mock-up with Tj, Alan, and Ralph – attendees liked and approved Mike's plan
 - ACTION ITEM** – Committee to provide comments on mock-up and react to style.
- Goal is to develop portal for TEL courses and add content behind training
- Mike needs committee assignments for technical areas
- DECISION** – Discipline office representatives will serve as technical contacts. For now, Steve B. will serve as instrumentation contact.
 - ACTION ITEM** – Bob to send e-mail to committee announcing contacts.
- DECISION** – Ralph Roland will serve as the “webmaster”; Mike will serve as the “editor” for the web page.
- DECISION** – Mike will work with others to fill out content, committee to provide testing capability, then page will be released to WRD.
 - ACTION ITEM** – Alan Ward to contact Russ Smith about available videos.

TEL Program Support – HR Initiative Funding

- Initial request to WRD (\$70K) not filled
- HRI funding disbursement plan changed
 - STED now to direct funding
 - Criteria tuition-fee course
 - Will provide up to 50% support SME and/or TEL developer
 - Course must be delivered in FY09 - etc. (see 5/1 email)
 - Alan expects continued HRI funding in future fiscal years
- Development of criteria table for potential courses – more info needed to make decisions
 - GRSAT - Lynn to follow-up
 - Hydroacoustics - Bill to follow-up
 - Portable Computer F. F. – eliminate, not a TEL course
 - Continuous Record Processing - Bill to follow-up
 - Statistical Methods - Rich Alexander visited during conference call
 - SW Procedures – Use Mike's info from proposal
 - Flow Trackers - Bob follow-up with Mike
 - WQ Principles – use Franceska's info.
 - **ACTION ITEM** – Alan send out modified HR RFP to follow-up folks for delivery to SMEs
 - **ACTION ITEM** – Designees send info to Bob. Bob will send out complete table with draft priorities
- Franceska - wondered about adding potential or "wish list" courses to the TEL course list
 - **ACTION ITEM** – Bob to develop TEL list for STED web page display

Wrap-up

- Draft minutes of this meeting will be distributed for committee review.
- Bob will continue to finalize minutes for posting to web page, update action item log, and email to STED.

The next conference call is scheduled for Thursday, July 31 at 1:00 pm EDT.